
	MARTINSVILLE FIRE & EMS Standard Administrative Guideline	
	SAG NUMBER:	100.024
	SUBJECT:	Communications Equipment for Incident Receipt & Response
	REVISION DATE:	May 20, 2009
	EFFECTIVE DATE:	December 13, 2000
	SIGNATURE OF APPROVAL:	 Kenneth S. Draper, Fire Chief

I. Purpose:

The purpose of this guideline is to provide an outline for the use of issued communications equipment by department personnel. This equipment is the primary source of notification to respond for an emergency alarm. As such it is imperative that all communications equipment be in good working order, on and monitoring the department's dispatch frequency, and readily available for use.

II. Scope:

This guideline applies to all personnel whom have a responsibility to respond to emergency and non-emergency fire alarms.

III. Responsibility:

All department personnel are responsible for the guidelines contained in this SAG. Company officers should monitor the use of department communications equipment, and enforce these guidelines. Ultimately, the Fire Chief, and/or his appointee, shall be responsible for enforcement of this SAG.

IV. Guideline:

A. Communications Equipment:

- 1) All administrative, full-time career personnel and on-duty part-time personnel are issued portable two-way radios. While on-duty, such personnel are to wear the radio, keep their portable radio in the "on" position, with the volume audible, and on the department's primary radio frequency. These personnel are not to leave the station without such communications devices. Under no circumstances will an apparatus operator leave the station without a portable radio.

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- 2) Administrative personnel and each station officer are issued a digital pager that serves as a secondary device for receiving calls, in the event of failure of the primary radio frequency. While on duty, all administrative personnel and station officers are to wear such devices for receiving calls.
- 3) Most volunteer personnel are issued portable two-way radios while some volunteers may have a pager only. Volunteers are to monitor such communications equipment in order to respond for staffing of the department's third engine or response to calls as needed. Under no circumstances will an apparatus operator leave the station without a portable radio.